

DEPARTMENT OF MOTOR VEHICLES

JOB OPPORTUNITY

MOTOR VEHICLE REGULATIONS AND ADMINISTRATIVE ADVISOR

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Public

Location: Department of Motor Vehicles, 60 State Street, Wethersfield, CT

Job Posting No: P - 7966

Hours: Monday through Friday 8 a.m. to 4:30 p.m., or 8:30 a.m. to 5 p.m.

Salary: MP-63 \$80,261 - \$109,428 (Full-time 40 hours)

Closing Date: November 22, 2016

Example of Duties:

This position has direct oversight and management of all operations and personnel in the Administrative Hearings Unit, which is within the Legal Services Division of the Department of Motor Vehicles. The successful candidate will schedule and assign work and supervise day-to-day operations of the Unit, which presently consists of twelve (12) employees, and oversee an additional nine (9) part-time independent attorneys that act as hearing officers for the Department's approximately 3500 hearings per year. The position entails frequent interaction with law enforcement, the public, regulated businesses, the Office of the Attorney General and other state agencies, private attorneys who represent clients before the agency and other divisions and units within the Department of Motor Vehicles. The successful candidate must: Possess superior written and oral communication skills; Be capable of interpreting and applying state and federal law relevant to the Department and agency proceedings; Formulate policies and procedures based upon statutory and regulatory requirements; Continuously assess the need for legislative and regulatory changes; Draft proposed legislation and regulations and assist with general legal work within the Legal Services Division; Formulate program goals and objectives; Implement process improvements; Resolve complex issues related to the hearing process. Perform related duties as assigned.

EXPERIENCE AND TRAINING:

General Experience:

Three (3) years of experience as an attorney with some responsibility for research, development, planning and review of legislative and/or regulatory programs.

SPECIAL REQUIREMENT:

Must be admitted to practice law in the State of Connecticut.

PREFERRED QUALIFICATIONS FOR THIS POSITION:

The successful candidate must demonstrate the following: Previous managerial experience and strong managerial abilities; Superior interpersonal and organizational skills; and Excellent oral and written communication skills. Must possess considerable knowledge of: (1) The statutes and regulations administered by the Department of Motor Vehicles and relevant to administrative proceedings that are under the jurisdiction the Department; (2) The Uniform Administrative Procedure Act; (3) Legislative and regulatory processes; and (4) Statutory interpretation and application. Must be capable of conducting legal research using a variety of print and electronic sources, and drafting legislation, regulations and official Department documents. Must have basic knowledge of the state collective bargaining process. Must be able to carry out job responsibilities with minimum oversight. Must have the ability to make well-reasoned and sound decisions under pressure. Must possess practical computer skills.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter and a State Application Form CT-HR-12. Remember to sign and date the CT-HR-12 (typed signature acceptable). Application can be downloaded from the internet at [CT-HR-12](#).

Please note: The filling of this position will be in accordance with Reemployment, SEBAC, Transfer, Promotion and Merit employment rules.

Please send application for employment to:

**Department of Motor Vehicles
Human Resources Office, 2nd floor
60 State Street, Wethersfield, CT 06161
Or by Fax: (860) 263-5576**

Applications must be postmarked on or before November 22, 2016. INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.